



Town of Petrolia

# Municipal Fee Schedule

# 2024

Council Resolution # C-17-11/14/2023

**SCHEDULE "A"**

**HILLSDALE CEMETERY RATES 2024**

Tariff of Charges (all rates subject to HST)



<b>Sale of Interment Rights (3040-0104)</b>							
Section	Type	Size	Interment Rights		Care & Maintenance	Total Price	
			Resident	Non-resident		Resident	Non-resident
C	Adult / Child	3'4" x 10'	\$750.00	\$937.50	\$500.00 res \$625.00 non	\$1,250.00	\$1,562.50
D	Niche	11 1/2" x 15" x 12" h	\$1,530.00	\$1,912.50	\$270.00 res \$338.00 non	\$1,800.00	\$2,250.50

<b>Interment/Disinterment Charges (3040-0102)</b>							
	Monday to Friday before 3 p.m.		Saturday		Statutory Holiday		
	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident	
Adult	\$925.00	\$1,155.00	\$1,225.00	\$1,455.00	\$1,325.00	\$1,555.00	
Cremains	\$475.00	\$590.00	\$775.00	\$890.00	\$875.00	\$990.00	
Child (casket size 5' x 2')	No fee						
Baby (casket size 27" x 12")	No fee						
Mausoleum	\$725.00	\$905.00	\$875.00	\$1,055.00	\$925.00	\$1,105.00	
Niche	\$350.00	\$435.00	\$500.00	\$585.00	\$550.00	\$635.00	
After 3pm surcharge \$150.00 per hour for funerals arriving after 3:00 pm							
Winter Burial Surcharge \$125.00 between December 1 <sup>st</sup> and April 1 <sup>st</sup>							
Sunday Burials <i>by Medical Order only</i> , rates will reflect the Statutory Holiday fee schedule							
Additional Fees will apply for Disinterment including Ministry fees							

<b>Setting fee for Monuments and Markers</b>					
Type		Setting Fee (3040-0103)	Care & Maintenance (2700-0005)		Total Fee
			Under 4 Cubic Feet	Over 4 Cubic Feet	
<i>Upright:</i>	Section A & B	\$350.00	\$200.00	\$400.00	As calculated
	Section C	\$350.00	\$200.00	\$400.00	As calculated
	Single	\$200.00	\$100.00		\$300.00
<i>Flat Marker:</i>	Double	\$225.00	\$100.00		\$325.00
	Foot Marker (no cement)	\$100.00	N/A		\$100.00
	Single	\$175.00	\$50.00		\$225.00
<i>Cremation Marker:</i>	Double	\$200.00	\$50.00		\$250.00
		\$100.00	N/A		\$100.00
<i>Niche Tablet:</i>		\$100.00	N/A		\$100.00
<i>Constructing a Foundation</i>		\$200.00			

**Other Charges (3040-0105)**

Non-funeral home arrangement fee **\$250.00**  
 Any other Municipal Staff services required (i.e. 'mock' burials)—minimum 2 hour charge, plus equipment charge  
 Rates as set each year by Council

**Transfer Fee**

For all services and documents in connection with transfer of interment rights **\$100.00**  
 Rights to Succession (Administration Fee) **\$100.00** per request

**SCHEDULE “B-1”**



**VICTORIA HALL RATES 2024**

All fees are subject to HST

Code 01-3073-1501		Commercial (for Profit)	Corporate (not-for-profit)	Schools	Community & Volunteer Groups
<b>THEATRE RATES</b>					
Theatre Auditorium	per day	\$1,155.00	\$800.00	\$400.00	\$630.00
Theatre Auditorium	per week	n/a	n/a	n/a	\$2,250.00
House Manager *	per hour	\$30.00	No Charge	No Charge	No Charge
Technical Crew Member(s) *	per hour	\$45.00	No Charge	No Charge	No Charge
Usher *	per hour	\$30.00	No Charge	No Charge	No Charge
<i>* When renting the auditorium, these staff are required</i>					
<b>LOBBY RATES</b>					
After hours (after 4:30 & weekends)	per hour	\$50.00	\$50.00	\$25.00	\$35.00
Half Day (up to 4 hours)	per 4 hours	\$150.00	\$150.00	\$100.00	\$125.00
Full Day (8:30 a.m. to 4:30 p.m.)	per day	\$200.00	\$200.00	\$200.00	\$200.00
<i>Bar Services are NO CHARGE</i>					
<i>When renting the auditorium, there is no charge for the lobby rental</i>					
<i>Includes set-up &amp; tear-down and use of kitchen facility if using a caterer</i>					
<i>Renter is responsible for cleanliness</i>					
<b>THEATRE RENTAL FOR FILM PURPOSES (approx. 4 hrs)</b>					
Theatre and Lobby	per film	\$200.00	\$200.00	\$200.00	\$200.00
2 Front of House Staff	per film	\$175.00	\$175.00	\$175.00	\$175.00
1 Technician	per film	\$140.00	\$140.00	\$140.00	\$140.00
TOTAL	per film	\$400.00	\$400.00	\$400.00	\$400.00
<b>MacFARLANE ROOM / COUNCIL CHAMBERS</b>					
After hours (after 4:30 & weekends)	per hour	\$35.00	\$35.00	\$35.00	\$35.00
Half Day (up to 4 hours)	per 4 hours	\$60.00	\$60.00	\$60.00	\$60.00
Full Day (8:30 a.m. to 4:30 p.m.)	per day	\$110.00	\$110.00	\$110.00	\$110.00

\*Community Rate: applicable for all Residents or Businesses in the Town of Petrolia

*AN ADMIN FEE MAY BE CHARGED AT STAFF DISCRETION FOR ADDITIONAL SERVICES*

*INSURANCE – ALL RENTALS MUST PURCHASE OR PROVIDE PROOF OF \$2 MILLION LIABILITY INSURANCE*

**\*RATES ARE SUBJECT TO REVIEW**

## SCHEDULE "B-2"

### VICTORIA HALL EQUIPMENT RENTAL RATES 2024

(Based on availability)

#### LIGHTING

Description	Price	HST applicable
Christie Projector and Screen	\$75.00	Y
ETC Ion Console w/ Fader Wing and 2 Monitors	\$ -	Y
96 ETC Dimmers + 11 House Dimmers	\$ -	Y
6 Macroh LED Tri Bars (Cyc)	\$ -	Y
4 ETC ColorSource Cyc	\$ -	Y
28 Colorado Tri Tour	\$30.00 per instrument	Y
4 Martin Auras	\$30.00 per instrument	Y
4 Source 4 Lustr	\$ -	Y
8 Source 4ward LED	\$ -	Y
4 Optisplitters	\$ -	Y
22 Source 4 Jrs	\$ -	Y
24 Source 4s	\$ -	Y
2 Lycian Midget HP Followspots	\$20.00 per instrument + cost of additional technician (if not providing own operator)	Y
Radiance Hazer & Fan	\$20.00	Y
Mirror Ball + SR & SL Lights	\$20.00	Y
Cyc Star Cloth	\$20.00	Y
12 Iris'	\$ -	Y
Terminators (3 & 5 pin)	\$ -	Y
Turnarounds (3 to 5 & 5 to 3)	\$ -	Y

#### AUDIO

FRONT OF HOUSE	Price	HST applicable
1 SoundCraft Si Expression 3 (w. Compact Stage Box)	\$ -	Y
2 Crown Xti 4002 Power Amp	\$ -	Y
2 JBL VRX118S Subs (hung L & R)	\$ -	Y
4 JBL VRX928LA Full Range (hung L & R)	\$ -	Y

## SCHEDULE "B-2"

### VICTORIA HALL EQUIPMENT RENTAL RATES 2024

(Based on availability)

#### AUDIO (Continued)

<b>MICROPHONES/DI</b>	<b>Price</b>	<b>HST applicable</b>
8 Shure SM58	\$15 per mic	Y
3 Shure SM57	\$15 per mic	Y
1 Sennheiser e699 Drum Mic Kit	\$35.00	Y
1 Shure Beta 52A	\$15.00	Y
2 Shure SM81 Condenser	\$15.00 per mic	Y
6 DI Boxes		
<b>MONITORS</b>	<b>Price</b>	<b>HST applicable</b>
1 QSC CX404 (4 Channel) Power Amp	\$ -	Y
1 Peavey CS400X (2 Channel) Power Amp	\$ -	Y
4 EAW 12" Monitor Wedge	\$ 15 per wedge	Y
2 EAW 15" Monitor Wedge (side wash)	\$15.00	Y

#### ADDITIONAL SUPPLIES AND FEES

<b>Description</b>	<b>Price</b>	<b>HST applicable</b>
Gaff Tape	\$20.00 per roll	Y
Construction Materials	Cost plus 10%	Y
Glow Tape	\$3.00 per foot	Y
Installation of Backdrops	\$45.00	Y
Removal of Cyclorama	\$45.00	Y

## SCHEDULE "C"



### PARKS AND RECREATION RATES 2024

ALL RENTALS MUST HAVE: Contract, Liability Insurance & Special Events Permit approvals in place

#### **PARK RENTALS:** (3072-1401)

**Victoria Park** usage is at Council's and Directors' discretion. Crescent Park is closed as a passive park. All other parks are used as public parks. Normal use of the parks for family activities is free of charge on a first come, first serve basis (i.e. picnic, family reunion, etc.).

**Note:** The usage of the parks for any form of instructing and/or profit is strictly forbidden without the written consent of the Town of Petrolia. Any fees associated with this type of rental are based on an hourly rate of \$85.00 and the contract holder must provide \$5 million dollars in liability insurance naming the Town as additional insured.

			HST applicable
Covered Bridge - Wedding	\$200.00	Per event	Y
Victoria Park Bandshell	\$15.00	Per hour, No Hydro	Y
	\$25.00	Per hour, W/ Hydro	Y
Picnic Tables Rentals	\$12.00	Per table (must pick up and return) Max 72hrs Delivery available at an additional charge	Y

#### **BALL DIAMONDS** (3072-1403)

			HST applicable
Minor Baseball	\$1,750.00	Per season	N
Recreational Ball	\$36.00	Per game, per diamond (diamond #2, diamond #3, Bridgeview diamond)	Y
Recreational League (May-Sept)	\$31.00	Per game for full season (diamond #2, diamond #3, Bridgeview diamond)	Y
Tournament	\$134.00	Per day	Y
School Sports Team	\$23.00	Per game, per diamond (practices are no charge upon availability of diamonds)	Y
School Phys-Ed classes	No charge	Call for availability	

#### **SPORTS FIELDS** (3072-1405)

			HST applicable	
Minor Soccer	\$2,500.00	Per season	N	
Pitch Rental	Half Day	\$50.00	Per pitch, 4 hours or less	Y
	Full Day	\$100.00	Per pitch, over 4 hours	Y
School Rental	\$25.00	Per pitch, per day	Y	

#### **BLACKTOP BASEBALL** (3069-1031)

		HST included
Registration Fee	\$30.00	
Blacktop Baseball is an adapted baseball program for people with disabilities with the focus on fun, participation, and basic skill development. Takes place at Kerr Park ball diamond mid-May through mid-August.		

**SCHEDULE "C"**

**PARKS AND RECREATION RATES 2024 (CONT'D)**



<b>MOBILE CANTEEN (3072-1401)</b>		<b>HST applicable</b>
Food Truck Bridgeview Park	\$250 yearly licence fee plus minimum tendered bid of \$5,000 per year for a three year contract	Y
Food Cycle	\$250 yearly licence fee plus minimum tendered bid of \$2,500 per year for a three year contract	Y

## SCHEDULE "D"



### GREENWOOD RECREATION CENTRE

Effective Sept 1, 2024 – Aug 31, 2025

- > The facility rates DO NOT include ReSound fees which must be collected under the Copyright Act for the use of live music or recorded music. It is the responsibility of the Renter to remit these fees directly to ReSound.
- > All rates and schedules subject to change upon direction of Council.

#### ICE RATES (3065-0607)

HST applicable

Minor Sports	<b>\$130.00</b>	per hour	Y
Prime Time Mon-Fri: 4pm-11pm Sat-Sun: 7am-11pm PA Days & Holidays 7am-11pm	<b>\$175.00</b>	per hour	Y
Non-Prime Time Mon-Fri: 8am-4pm All Spring Ice April 1 <sup>st</sup> to end of season	<b>\$130.00</b>	per hour	Y
Last Minute Ice	<b>\$106.00</b>	per hour (within 24 hrs)	Y
Highschool Sports Teams	<b>\$1,500.00</b>	per season, per team	Y
Highschool Phys-Ed	<b>\$1,200.00</b>	per season	Y
Ice Carnival setup	<b>\$500.00</b>		Y

#### PUBLIC SKATING (3065-0608)

Public Skating / Moms, Pops & Tots / Adult Skate	<b>\$3.00</b>	per person	included
	<b>\$6.00</b>	per family (3 or more)	included
	<b>Free</b>	under 6 years of age	

#### FLOOR RATES-Summer: (3065-0606)

Arena Floor Minor	<b>\$67.00</b>	per hour	Y
Arena Floor Adults	<b>\$72.00</b>	per hour	Y
Arena Floor – half day	<b>\$247.00</b>	(4-hour block)	Y
Arena Floor – full day	<b>\$495.00</b>	(8-hour block)	Y

#### MEZZANINE RATES (3065-0601)

<b>Rental Rate:</b>	Regular set-up with preset Bar Style Tables and Chairs			
Commercial	<b>\$40.00</b>	per hour	<b>\$45.00</b>	per hour w/kitchen Y
Not-for-Profit Group	<b>\$30.00</b>	per hour	<b>\$35.00</b>	per hour w/kitchen Y
School / Community Grp.	<b>\$20.00</b>	per hour	<b>\$25.00</b>	per hour w/kitchen Y
*NOTE – mezzanine space would be no charge for groups already paying for ice rental, ONLY during the coinciding ice rental times, otherwise it is a separate fee (room setup charges are billed separately)				
<b>Table &amp; Chair Set-up:</b>	Usage of facility Tables & Chairs			
Commercial	<i>plus</i> <b>\$20.00</b>	flat fee		Y
Not-for-Profit Group	<i>plus</i> <b>\$15.00</b>	flat fee		Y
School / Community Grp.	<i>plus</i> <b>\$10.00</b>	flat fee		Y



**SCHEDULE “D”**

**GREENWOOD RECREATION CENTRE (Cont’d)**

Effective Sept 1, 2024 – Aug 31, 2025

**KITCHEN RATES: (3064-0501)**

HST applicable

Main Floor Kitchen	<b>\$100.00</b>	(4-hour block)	Not available during ice season	Y
Mezzanine Kitchen	<b>\$75.00</b>	(4-hour block)	Subject to availability	Y

**ADVERTISING: (3065-0603)**

Arena Sign Advertising	<b>Rink Board (at sides)</b>	\$485.00	per year <i>(includes 1 decal per year)</i>	Included
	<b>Home Bench</b>	\$1,000.00	per year	Included
	<b>Visitors Bench</b>	\$1,000.00	per year	Included
	<b>Wall Sign</b>	\$185.00	per year	Included
	<b>Press Box</b>	\$685.00	per year	Included

All other advertising is at the discretion of the Director of Parks, Recreation & Facilities and Director of Marketing, Arts & Communications, and all material must be approved that is posted on the inside or outside of the building. Any costs to change the artwork will be the responsibility of the advertiser (i.e. name change, logo change, address change, etc.)

Non-Resident Arena User Fee	\$100.00	per registrant per year	N
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**SCHEDULE “E”**



**PETROLIA FARMERS’ MARKET  
MAY – OCT 2024**

(3076-0001)	<b>Full Season (21 weeks)</b>	<b>Daily (per week)</b>		<b>HST applicable</b>
Stall / Booth Rental	\$453.00	\$24.00		Y
Hydro	\$60.00	\$5.00		Y
Water	\$60.00	\$5.00		Y
Insurance (\$2M liability)	\$95.00	\$5.00	must be purchased or provided	Y

**Registration Fee – A non-refundable fee of \$8.85 per season plus HST** applies to all participants listed within the categories of section 9 – 10 – 11 of the Rules and Regulations of the Petrolia Farmers’ Market posted on the Town website.

**Booth/Stall (Daily) Fees** – Fees are payable each day of market upon arrival and prior to selling, please submit payment to the Market Coordinator who will ensure your payment is applied to your account

**Booth/Stall (Season) Fees** - Full Season fees are based on number of weeks the Market will operate in the specified year and are discounted about 10% from daily fees. Full Season fees are payable in advance of the 1<sup>st</sup> Market Day at the Petrolia Municipal Office.

**Interest Fee on Unpaid Accounts** - Any fees that are invoiced to the Vendor will be done through the Town of Petrolia accounts receivable and are subject to monthly interest at 1.25% of outstanding balance.

**Special Markets** – Please contact the Marketing & Special Events Associate at the Petrolia Municipal Office for pricing and registration for Special Markets.

**Refund Policy.** Registration, daily booth/stall and hydro / water usage fees are non-refundable. The Season and *Special Market* fees may be refundable, for valid reasons, on approval by the Marketing & Special Events Associate of the Town of Petrolia. Refunds will be pro-rated according to Market days remaining. No administration fee will be applied in producing approved refunds. If a Vendor is suspended or expelled from the Market, no refunds of any kind will be returned.

**KERR CAFÉ BUILDING & MARKET AREA**

	<b>Commercial</b>	<b>Not-for-Profit Group</b>	<b>School / Community Group</b>		<b>HST applicable</b>
Building Only* - 5 square tables (6’L) & 25 chairs max.	\$40.00	\$25.00	\$20.00	Per 2 hrs Block	Y
Building & Common Area* - 5 square tables (6’L) & 25 chairs max.	\$50.00	\$30.00	\$25.00	Per 2 hrs Block	Y

\*includes washroom

## SCHEDULE "F"

### ADMINISTRATIVE & OTHER FEES 2024

HST is not applicable unless otherwise noted



#### TAXES & FINANCIAL

3068-0903	Tax Certificates	\$50.00	
3068-0921	Tax Arrears Fee ( <i>letters delivered by mail, registered mail or By-Law Officer</i> )	\$25.00	
3068-0921	Tax Statement Mailing Fee	\$5.00	
3068-0921	Tax Bill / Tax Statement Reprint Fee	\$5.00	
3068-0921	Tax Registration Admin Fee	\$25.00	
2230-0001	Tax Registration Fees - billed out at cost as per <i>Realtax*</i> fee schedule 2023 <i>*Realtax is an outside firm that is used to conduct tax registration processes for the Town</i>	at cost	
4070-0501	By-Law Enforcement - County of Lambton inspection, follow-up, property standards and tidy yard by-law enforcement (including long grass) billed to homeowner at cost	at cost	
3068-0921	NSF / Refund Cheques	\$35.00	

#### COMPOST/RECYCLING/WASTE

3069-1012	Compost Pass	\$30.00	
3069-1011	Blue Box (HST is included)	\$22.00	
3069-1011	Garbage Bag Tags (HST is included)	\$5.00	
3069-1011	Bulk Soil & Aggregate - Top Soil	\$40.00	per backhoe bucket
3069-1011	Bulk Soil & Aggregate - "A" Gravel OR 3/4 Clear	\$45.00	per backhoe bucket

#### MEMORIAL TREES & BENCHES

2310-0114	Memorial Tree - one tree with recognition plaque	\$300.00	
3070-1111	Memorial Park Bench - one bench with engraving recognition	\$2,500.00	
2340-0017	Veteran Memorial Banner - double sided, colour (displayed on downtown poles)	\$300.00	per 3 yrs

#### OFFICE OF THE CLERK

##### MISCELLANEOUS

3068-0915	Commissioner of Oath	\$0.00 Resident	\$35.00 Non-Resident
3068-0915	Certified True Copy	\$10.00 Resident	\$25.00 Non-Resident
4021-0320	Integrity Commissioner Filing Fee ( <i>payable in Trust to Aird &amp; Berlis LLP by cheque only</i> ) <i>* Fee is refundable if the application is found not to be frivolous or vexatious</i>	\$125.00	
3068-0915	Death Registration	\$15.00	
3067-0802	Certificate of Compliance	\$150.00	
3067-0802	Registration of Document to Title	\$400.00	
3067-0802	Remove Registration of Document to Title	\$250.00	
3060-0101	Special Events / Open Burning Permit Fee	\$50.00	

## SCHEDULE "F"

### ADMINISTRATIVE & OTHER FEES 2024

HST is not applicable unless otherwise noted



#### INFORMATION REQUEST

4021-0320	Filing Fee	<b>\$5.00</b>	
4021-0320	Manual search for record and/or preparing record for disclosure	<b>\$7.50</b> per 15 mins	staff time
4021-0320	Copying of record	<b>\$0.20</b>	per page
4021-0320	Shipping Cost (courier with signature)	<b>at cost</b>	
4021-0320	Any other costs incurred in responding to a request for access to a record	<b>at cost</b>	
*All fees above are subject to change per <i>Information and Privacy Commissioner of Ontario</i>			

#### MARRIAGE CEREMONY (full payment required at time of booking, non-refundable)

3068-0919	During Business Hours (9:00 a.m. - 3:30 p.m. on day Town office is open for business) <b>PLUS HST</b>	<b>\$275.00</b> Resident	<b>\$300.00</b> Non-Resident
3068-0919	After Business Hours (any time other than 'open business' hours as per above) <b>PLUS HST</b>	<b>\$375.00</b> Resident	<b>\$400.00</b> Non-Resident
3068-0919	Rehearsal <b>PLUS HST</b>	<b>\$75.00/hr</b> Resident	<b>\$80.00/hr</b> Non-Resident
3068-0919	Officiant travel outside of Petrolia for ceremony <b>PLUS HST</b>	<b>\$0.65/km</b> Resident	<b>\$0.65/km</b> Non-Resident
3068-0920	Marriage Licence (not included with Ceremony Fee)	<b>\$180.00</b> Resident	<b>\$195.00</b> Non-Resident

#### ANIMAL LICENCE

3060-0103	Dog - licence fee per dog (2 dogs maximum)	<b>\$40.00</b>	
*Tags are auto-renewed yearly once animal is registered. Unpaid tags are transferred to taxes & subject to 1.25% monthly penalties starting Mar 1 each yr.			

#### BUSINESS LICENCE

3060-0101	Transient Trader	<b>\$1,000.00</b>	one time fee
3060-0101	New Business	<b>\$250.00</b>	+ inspection costs
3060-0101	Taxi Licence (MOE certification to be provided yearly)	<b>\$200.00</b>	yearly (per taxi)
3060-0101	Auctioneers	<b>\$300.00</b>	yearly
3060-0101	Mobile Canteen	<b>\$250.00</b>	yearly
3060-0101	Transfer of Ownership	<b>\$200.00</b>	one time fee
3060-0101	Transfer of Location (same owner) *inspections of new location required	<b>No Fee</b>	+ inspection costs

#### LOTTERY LICENCE

3060-0101	Raffle Bingo Licence (min \$25.00 charge)	<b>3% of Total Prize Value *</b>	
3060-0101	Break Open Tickets Licence	<b>3% of Total Prize Value *</b>	
3060-0101	Non-Profit / Charity Organizations ( <i>funds benefit Petrolia Residents</i> ) * as per Council Res.	<b>No Fee</b>	
3060-0101	Administration Fee ( <i>approval of licence from outside the Town of Petrolia</i> )	<b>\$50.00</b>	
3060-0101	Eligibility Review	<b>\$200.00</b>	yearly

**SCHEDULE “G”**

**FIRE DEPARTMENT 2024**



**REQUESTS for INFORMATION, INSPECTIONS and SERVICES**

*(as defined in the Departmental Fire Prevention Policy)*

**HST  
applicable**

Licensed Day Care Facilities/	\$50.00	Per Inspection	Y
Premise for Approval of Liquor Licences	\$125.00	Per Inspection	Y
Special Occasion Permits	\$30.00	Initial	Y
Fireworks Inspections / Permit	\$50.00		Y
Determination of Occupancy Load /	\$125.00		Y
New construction plan review / inspection	\$125.00	Per review	Y
Life Safety Plan Approval	\$125.00		Y
Attendance at Evacuation Drill (requested)	\$120.00	Per Hour (min 2 fire inspectors)	Y

**ROUTINE COMPANY, COMPLAINT, AND REQUESTED INSPECTIONS**

*(as defined in the Departmental Fire Prevention Policy)*

Chargeable inspection	\$150.00	Per inspection up to 2,500 sq.ft.	Y
	\$200.00	Per inspection 2,500-10,000 sq.ft.	Y
	\$350.00	Per inspection 10,000-20,000 sq.ft.	Y
	\$400.00	Per inspection over 20,000 sq.ft.	Y
Inspections over 3 hours	\$50.00	Per hour	Y
Follow-up required after initial inspection	\$50.00	Per hour	Y

**OTHER FEES FOR SERVICES**

Copies of Fire Report	\$40.00	Residential	Y
	\$50.00	Commercial	Y
	\$60.00	Industrial	Y
Letters to Lawyers, Insurance Companies, etc.	\$50.00	Flat Fee	Y
False alarms—Mechanical	\$300.00	Call after 3 alarms in a 1 year period	Y
Standby—Request by Developers, Industry,	\$350.00	Per truck/hour or part hour	Y
Fire Guard	\$60.00	Per hour/firefighter (min 2 hours)	Y
Non-Residential vehicle extraction	\$350.00	Per truck/hour or part hour	Y
S.C.B.A. Air Cylinder Refills	\$5.00	Per cylinder	Y
Failure to comply with order - follow-up	\$50.00	Per hour	Y

**MISCELLANEOUS**

Miscellaneous—Cats in tree, flow testing	\$30.00	Per member	Y
Private hydrants, flooding rinks, etc.	\$50.00	Per truck/hour	Y
Fire Suppressants	At Cost	Replacement Cost	Y
Nuisance Fires / responses	\$350.00	Per truck	Y
Fire Investigation	At Cost		Y
Fire Costs to Remediate Unsafe Conditions	At Cost	(including demolition)	Y
Consumables Used (absorbents, booms)	At Cost		Y
Business Licence for Sale of Fireworks	\$200.00	Per vendor	N
Permit for display of Fireworks	\$50.00	Per event	N

*(Fire suppression, investigation for burning without a permit, repeat nuisance fires & responses etc.)*

**SCHEDULE “H”**



**BUILDING PERMIT & RELATED MATTERS 2024**

**01-3067-0803**

**HST  
applicable**

New Residential Home	<b>REFUNDABLE DEPOSIT ON FINAL INSPECTION</b>	\$2,370.00	N
	<b>PERMIT FEE</b> (one cheque, Payable to the Town of Petrolia for Deposit & Permit Fee)	\$1,525.00 up to 3000 sq ft \$.30 per sq ft thereafter	N
Attached Garage		\$655.00	N
Detached Accessory Building (Residential) over 100 sq. ft.			
Under 250 sq. ft.		\$115.00	N
250-720 sq. ft.		\$245.00	N
Over 720 sq. ft.		\$915.00	N
Apartment Building, Multiple Housing Structure & Hotel/Motel		\$8,515.00	N
Additions		\$915.00	N
Minor structural changes, alterations or repairs (residential & commercial)		\$450.00	N
Fireplaces and other wood burning appliances		\$355.00	N
Decks (Minimum Charge) up to 200 sq. ft.		\$120.00	N
Decks over 200 sq. ft.		\$355.00	N
New Commercial		\$3,555.00	N
New Institutional/Industrial		\$5,915.00	N
Commercial Renovations/Additions – Major (51% or greater of gross floor area of existing structure)		\$3,555.00	N
Commercial Renovations/Additions – Minor (50% or less of gross floor area of existing structure)		\$2,200.00	N
Institutional/Industrial Renovations/Additions – Major (51% or greater of gross floor area of existing structure)		\$5,915.00	N
Institutional/Industrial Renovations/Additions – Minor (50% or less of gross floor area of existing structure)		\$4,400.00	N
Demolition of Dwelling where New Dwelling Building Permit is Issued		\$120.00	N
Demolition of Dwelling where New Dwelling Building Permit is NOT issued		\$300.00	N
All Other Demolitions		\$280.00	N
Structure/House/Building Relocations (Road Access Permit)		\$1,100.00	N
Structure/House/Building Relocations (in or out) – Road Access damage deposit		\$1,125.00	N

**SCHEDULE "H"**

**BUILDING PERMIT & RELATED MATTERS 2024 (Cont'd)**

		<b>HST applicable</b>
Transfer of an Approved Permit	\$120.00	N
In ground and above ground swimming and/or pool fencing	\$260.00	N
Change of Use	\$260.00	N
Sign Permit (if required in Sign By-Law)	\$75.00	N
Sign/Structure—If Building Permit is required	\$180.00	N

## SCHEDULE "I"



### PLANNING & DEVELOPMENT FEES AND RELATED CHARGES 2024

Note: County of Lambton Service Fees and Charges are approved by the County. Town has included these amounts for information purposes only. Appeals to the Ontario Municipal Board Fees are set by the Province of Ontario.

	Town of Petrolia	County of Lambton		HST applicable
Pre-application Consultation Meeting (DAT)	\$280.00			N
Application for Minor Variance	\$595.00			N
Site Plan Application	\$1,695.00		+ legal \$400 per application	N
Site Plan Agreement Amendments to Approved Plan	\$565.00		+ legal \$400 per application	N
Site Plan Compliance Report	\$135.00			N
Application for Official Plan Amendments	\$1,695.00	\$600.00		N
Application for Zoning Amendments	\$1,355.00	\$425.00	+ legal \$400 per application	N
Application for Consent to Sever Land (severance)	\$1,695.00		Paid at time of application	N
Application for Consent to Sever Land (severance)	\$675.00		Paid at time of deed stamping	N
Application for Purchase of Municipal Road Allowance	\$825.00			N
Municipal Road Allowance Purchase Price	\$3.00		Per square foot	Y
Administrative & Closing costs related to Purchase of Municipal Road Allowance <i>(Including but not limited to: advertising, administrative, legal fees, disbursements, survey, Transfer/Deed of Land &amp; HST)</i>	@ cost			N
Objection to the OMB : Re-Zoning, Official Plan, Minor Variance & Consent – <i>Application not made through Town</i>	\$385.00		*Minister of Finance – Subject to change based on Ministry of Finance fee schedule	N
Ontario Land Tribunal hearings – Cost recovery of Town legal fees for developer	\$10,000.00		Per case file	N
Objection to the OLT	\$400.00			N
Development Advance (any funds not used to be refunded upon registration of subdivision or site plan agreement)	\$10,000.00		Per project	N
Development Consultation Meetings	@ hourly rate		rate based on staff in attendance	N
Development Related Engineering & Legal Fees	@ cost			
Plan of Subdivision / Condominium Application	\$2,255.00 per agreement	\$3,500.00 \$4,500.00 \$6,500.00	0-20 lots or units 21-50 lots or units 50+ lots or units	N
Plan of Subdivision / Condominium Part Lot Control	\$565.00	\$750.00		N
Plan of Subdivision / Condominium Extension Draft Plan Approval	\$565.00	\$250.00		N
Phased Final Approvals / Execution & Reg. of Final Approval	\$620.00	Per schedule		N
Woodlot Application		\$1,250.00	Make application at the County	N
Zoning Compliance Letter (Certificate)		\$75.00	Make application at the County	N
Copy of Zoning By-Law or Official Plan	\$55.00	\$55.00		Y





**SCHEDULE “J-2”**



**WATER DISTRIBUTION SERVICES 2024**

**Mainline Wet/Dry Taps**

The following charges and procedures apply to all wet / dry taps associated with the Petrolia Water Distribution System.

- Customers shall be responsible for all excavations, sand bedding, sand covering, granular and native backfilling, line testing and flushing requirements, service lateral piping, curb stops and water service boxes and utility locates, as specified by the Town.
- Customers shall give a minimum of 5 working days advance notice to the Town.
- Only Town-approved materials are to be utilized for all service laterals.
- Final location of service laterals shall be at the sole discretion of the Town.
- Service laterals requiring tapping sleeves or specialty items and materials shall be charged at cost, plus \$35.00 administrative fee.
- Town of Petrolia shall supply and install all materials associated with the wet / dry tapping and will be invoiced to the customer at cost, plus \$35.00 administrative fee.
- Any work performed outside normal working hours, Monday through Friday, is subject to overtime fees.
- Any work performed on Saturdays, Sundays or Town / CUPE recognized holidays is subject to overtime fees.
- All invoicing shall be payable to the Town of Petrolia within 30 days of the date of the invoice.
- All late payments are subject to 1.25% per month.
- Only qualified Town personnel are permitted to operate the distribution system.
- All work shall be performed in accordance with the Ontario Safe Drinking Water Act.

**Water Meter Purchase or Replacement**

<b>Meter Size</b>	<b>3/4" x 3/4"</b>	<b>5/8" x 3/4"</b>	<b>1" x 1"</b>	<b>1.5" X 1.5"</b>	<b>2" x 2"</b>
Sensus Water Meter	\$335.00	\$200.00	\$425.00	\$825.00	\$1,060.00
Dual Check Backflow Valve	\$65.00	\$65.00	\$70.00		
Reduced Pressure Backflow				\$615.00	\$700.00
Straight Tailpiece	\$10.00	\$10.00	\$15.00		
Flange Set				\$60.00	\$65.00
Administration Charge	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
<b>TOTAL</b>	<b>\$445.00</b>	<b>\$310.00</b>	<b>\$545.00</b>	<b>\$1,535.00</b>	<b>\$1,860.00</b>

**Wastewater Services**

Raw Sewage Fee	\$15.50	per m3
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**SCHEDULE "K"**



**LABOUR AND EQUIPMENT RATES 2024**

<b>Labour Rates</b>		
Director of Operations	\$ 70.00 per hour	2 hour minimum
Works Dept. Foreman	\$ 60.00 per hour	2 hours minimum ( 1.5 for overtime )
Water Dept. Foreman/ORO	\$ 55.00 per hour	2 hours min. ( 1.5 for overtime )
Mechanic	\$ 55.00 per hour	2 hours min. ( 1.5 for overtime )
Gen. Labour ( class 4 )	\$ 50.00 per hour	2 hours min. ( 1.5 for overtime )
Lead Hand	\$ 55.00 per hour	2 hours min. ( 1.5 for overtime )
<b>Equipment Rates – operated by Town Employee, in addition to Labour cost</b>		
Loader/Backhoe	\$ 95.00	2 hours min.
Compressor	\$ 85.00	Day rate, only
Portable Welder	\$ 85.00	Day rate, only
John Deere	\$ 70.00	2 hour min.
Kubota-245	\$ 70.00	2 hour min.
Flusher Truck	\$ 80.00	2 hour min.
3 Ton Dump	\$ 70.00	2 hour min.
5 Ton Dump	\$ 75.00	2 hour min.
½ Ton Pickup	\$ 59.00	2 hour min.
¾ Ton Pickup	\$ 59.00	2 hour min.
<b>Public Works Services</b>		
Grass Cutting	\$225.00 Minimum Charge	\$85.00 Hourly rate
Snow Removal	\$225.00 Minimum Charge	\$85.00 Hourly rate
Water Shut Off	\$60.00 Minimum Charge	Overtime hours/weekends=Call in hours, as per CUPE agreement
Cemetery Labour	\$70.00 per hour	2-hour minimum Plus applicable equipment rates

**NOTES:** Small tools are included in all labour rates.  
 All materials / consumables charged at cost, plus 15%, handling and restocking.  
 \$ 35.00 administration charge applies to all external cases.  
 HST is applicable to all service charges.

**NO THIRD PARTY RENTAL OF SMALL TOOLS OR EQUIPMENT.**